



### PROFESSIONAL SERVICES BULLETIN

Submittals for projects appearing in this *Professional Services Bulletin* are due by **11:00 a.m., August 20, 2009.**

The projects from this bulletin will be presented at the **October 20, 2009 Board Meeting.**

#### NOTICE TO RECIPIENTS:

Please read carefully and follow all rules and instructions in this document.

**REMINDER:** You are able to access the 255 Form (**REVISED 05/09**) in the Reference Library Section of CDB's website. Use only this version of the form for submittal.

Posted to website 08/06/09.

Board Meeting results can be found on CDB's website October 21, 2009.

CDB's Internet Address:  
[www.cdb.state.il.us](http://www.cdb.state.il.us)

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# **PROFESSIONAL SERVICES BULLETIN GENERAL INFORMATION**

The procurement of design services by the Capital Development Board (CDB) is governed by the Illinois Compiled Statutes, 30ILCS 535, Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

This Bulletin is the advertisement to procure design services whose official notification is made via CDB's website, [www.cdb.state.il.us](http://www.cdb.state.il.us).

Listed below are important guidelines, instructions and general information. Please read the following information carefully.

Unless otherwise specified, submittal(s) are to be sent to:

**Qualifications Based Selection (QBS) Committee  
Capital Development Board  
3rd Floor, William G. Stratton Building  
401 South Spring Street  
Springfield, IL 62706**

CDB is not responsible for submittal(s) sent to any individual within CDB or to another office.

## **SUBMITTAL REQUIREMENTS:**

- In accordance with 44 Illinois Administrative Code 980.130:
  - a) All A/Es submitting statements of qualifications for a project shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure to be prequalified will result in rejection of the submittal(s).
  - b) Consultants that will be performing architectural, engineering or land surveying professional services for the Prime A/E submitting the 255 form shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure of the professional consultants to be prequalified shall result in rejection of the Prime A/E's submittal(s).
- In accordance Public Act 095-0971:
  - a) If the Prime A/E is required to be registered with the Board of Elections, then the registration certificate must be submitted with the 255 form.

## **PREQUALIFICATION:**

- What type of firm needs to be prequalified with CDB?

Any firm providing Architectural, Engineering, Asbestos Abatement design services or Land Surveying.

- To verify that all design firms (Prime and/or Consultants) are currently prequalified with CDB, please access CDB's website, <http://www.cdb.state.il.us/forms/download/arch.pdf>.
- To obtain prequalification forms you may access CDB's website, <http://www.cdb.state.il.us/forms/download/AEprequal.doc> or contact Jim Dautel at 217/782-1383.
- CDB requires within its prequalification process that all firms obtain Illinois Department of Human Rights eligibility number.
- Please notify Jim Dautel within ten (10) days of any significant changes in the information provided in your firm's prequalification application form.
- If selected, CDB prequalification is required until the issuance of the contract. It is the responsibility of all firms to maintain a current CDB prequalification status.
- Corporations, LLPs and LLCs shall be in good standing with the Illinois Secretary of State, Corporation Division, to be granted prequalification and issued a contract.
- Firms must be properly licensed in the respective profession(s) with the Department of Professional Regulation and the Department of Public Health.

#### **SUBMITTAL PROCEDURES:**

- **REMINDER:** You are able to access the **REVISED 255 Form** located at the CDB's website at <http://www.cdb.state.il.us/forms/download/255form-03.doc>. A copy of this form is no longer included in this publication. Use only this version of the form for submittal.
- ***One (1) original and three (3) copies of the 255 form are necessary for each project submittal. One (1) copy of the Board of Elections registration certificate is necessary for each project submittal.***
- By making a submittal, the firm attests that it has read the certifications and disclosures required by the Professional Services Agreement (PSA) and the A/E Manual.
- In order that all submittal(s) are similar, do not include pictures or other graphics. This form is not to be a marketing brochure. Provide only the information requested. It is not necessary to submit a copy of your CDB prequalification letter.
- Cover/transmittal letters on the CDB 255 form or accordion binders will not be accepted. The CDB 255 form is the only information accepted as the submittal.
- Use staples to bind the CDB 255 form.
- The name of the firm making the submittal must be the legal name associated with the taxpayer's identification number and as provided on that firm's prequalification application.
- The firm making the submittal must be the office location where the work is being performed.

- The original submittal must contain the signature of the firm's president, vice president, partner or sole owner or any other person authorized to execute business for the firm.
- Submittal(s) for more than one project may be mailed or packaged together. Separate envelopes are not required.
- The submittal shall include the names of persons who will perform the services, including their project assignment or duties, as well as a resume of their experience and expertise that qualifies them to perform the assignment. This includes the listed Consultant's designated staff.
- The A/E shall clearly indicate the anticipated percentage of the services that will be performed by each listed Consultant.
- The Prime A/E must use the Consultants and staff as submitted in their CDB 255 form. Consultants are considered first tier and shall hold a contract directly with the firm submitting the 255 form.
- Project team changes will not be allowed without prior written approval of the **Capital Development Board's Executive Director**.
- Faxed submittal(s) will not be accepted.
- Submittal(s) received on the designated date at or prior to 11:00 a.m. (CST) deadline will be given consideration.

#### **REJECTIONS WILL OCCUR FOR THE FOLLOWING REASONS:**

- Submittals received after the designated due date and time as stated on the Professional Services Bulletin.
- Including pictures or any graphics will result in rejection of the submittal(s).
- Failure of the Prime A/E firm to be prequalified will result in rejection of the submittal(s).
- Failure of the Consultants (providing regulated design services) to be prequalified will result in rejection of the Prime A/E's submittal(s).
- Including any individual previous contract values can result in rejection of the submittal(s).
- If a firm's or their Consultant's prequalification expires during the selection process, CDB reserves the right to remove the submittal from consideration, recommend another firm for final selection or cease negotiations of a contract and commence negotiations with another firm.
- Any incorrect, incomplete or misleading information given on the CDB 255 form may result in the rejection of a submittal. Please be sure to have the information completed in its entirety.
- Failure to sign the 255 submittal(s).
- Failure to comply with Public Act 095-0971 reporting requirements, if not remedied within five business days, will result in rejection of the submittal(s).

## SELECTION PROCESS:

- Selection of design firms by CDB is not based on competitive bidding but on the firm's professional qualifications. Consideration criteria may include, but not limited to: experience and expertise of professional personnel assigned to the project, relevant project experience, prior performance, willingness to meet time requirements, proximity to site, workload/recent selections, minority/female business enterprise participation.
- CDB strongly encourages MBE/FBE firms to apply for selection as the Prime A/E and to seek participation as a Consultant with Prime A/E firms.
- Subsequent to 255 submittal deadline, members of the A/E Selection Committee are not available to discuss project specifics. CDB procedures ensure that all members of the committee are provided with detailed information concerning prior performance, current projects and all submittal information by the A/E firms.
- For interview level projects, all parties, including **ALL CONSULTANTS**, shall be available to participate in the interview process.
- Results of the selection process are available on CDB's website ([www.cdb.state.il.us](http://www.cdb.state.il.us)) the day after the Board Meeting as designated on the respective bulletin cover.

## FEE NEGOTIATION:

- To ensure that the completion of the project is not delayed by extended or long negotiations before the start of the contract work, the CDB representative negotiating the contract will state the length of time the firm will be limited to in preparing its estimate of effort and cost. Should CDB be unable to successfully negotiate a contract with the recommended A/E, CDB will immediately proceed to negotiate with the second ranked firm.
- The determination of compensation for the performance of basic services is through negotiation of fees and services with CDB based on the following criteria:
  1. The project type classification.
  2. The scope of basic services required to complete the agreed upon project scope.
  3. The degree of difficulty of the scope of basic services' tasks as applied to the particular project.
  4. The proposed project construction budget. (Used primarily as a benchmark reference.)
- Projects shall be classified as either new construction (N) or remodeling (R). Each classification is broken down into three levels of complexity as described below:

Group I	Generally, the most complex projects in both design and detail and shall involve complex programs, mechanical systems, code requirements, etc.
Group II	Generally, projects with normal or average complexity may include a combination of more and less complex elements in the scope.
Group III	Generally, these projects shall be of simple or repetitive construction without any great degree of special finish or design effort. May include projects where equipment purchases comprise a large portion of the construction budget.

# IMPORTANT ETHICS REQUIREMENTS FOR VENDORS TO THE STATE OF ILLINOIS

On September 25, 2008, the Illinois legislature passed Public Act 095-0971 (the "Act"), which contains new registration and reporting requirements for many State vendors and bidders, as well as additional limitations on campaign contributions by these entities and their affiliated entities. The full text of the Act, as well as a Fact Sheet about it, may be found on the Illinois Procurement Bulletin, [www.purchase.state.il.us](http://www.purchase.state.il.us) .

## **Public Act 095-0971**

The Prime A/E will need to certify whether or not registration with the Board of Elections is applicable. This certification is provided in the revised 255 form. If registration is required, then the Prime A/E will need to provide the certificate with each 255 submittal.

Public Act 095-0971, effective January 1, 2009, requires that any bidder/vendor be registered with the Board of Elections if 1) the company's annual total of bid/proposals on State contracts in a given calendar year exceed \$50,000; 2) the company's annual total of bid/proposals on State contracts, combined with the annual total of State contracts already awarded in a calendar year, exceed \$50,000; or 3) the company's annual total of State contracts already awarded in a calendar year exceed \$50,000. The Act also contains limitations on campaign contributions by State Vendors and their affiliated entities.

The 255 form is considered a proposal and, therefore, is subjected to the above requirement. Although exact contract amounts are not determined until negotiations are completed, projects typically listed in the bulletin could have total professional services contract values in excess of \$50,000. Therefore, by submitting the 255 form(s) your firm may need to place an emphasis on registering with the Board of Elections.

**The CDB 255 form has been updated to include this new requirement. Each submittal is required to use the revised 255 form and must comply or it will result in rejection of the submittal.**

**CDB PROJECT NO. 546-135-012**  
**Department of Military Affairs**  
**Replace Roof/Exterior Repairs - Armory**  
**Freeport Armory - Stephenson County**

**CDB PROJECT MANAGER: Tim Dietz**

**APPROPRIATED AMOUNT: \$350,000 (Federally Funded)**  
**ESTIMATED TOTAL PROJECT COST: \$350,000 (Federally Funded)**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group N/A (Federal Fee Table)**

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The Freeport Armory is a 19,500 square foot, two-story, brick building with a built-up roof constructed in 1958.

The scope of work provides for replacing approximately 15,300 square feet of roofing system, including installing tapered insulation, replacing flashings and metal edging. The work also provides for installing mechanical equipment rails and exterior access ladders, tuckpointing, repainting lintels, and replacing window seals. This project includes funding for the abatement of asbestos-containing materials.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 546-170-007**  
**Department of Military Affairs**  
**Replace Roof/Exterior Repairs - Readiness Center**  
**Kankakee Armory - Kankakee County**

**CDB PROJECT MANAGER: Jane Gucker**

**APPROPRIATED AMOUNT: \$610,000 (Federally Funded)**  
**ESTIMATED TOTAL PROJECT COST: \$610,000 (Federally Funded)**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000**

**PROJECT FEE CLASSIFICATION: Group N/A (Federal Fee Table)**

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The Kankakee Readiness Center is a 36,000 square foot, brick and block building constructed in 1991.

The scope of work provides for replacing approximately 35,600 square feet of EPDM roofing system including replacing the flashing. The work also provides for tuckpointing, replacing masonry joints, repainting exterior doors, frames, and lintels.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 546-235-015**  
**Department of Military Affairs**  
**Replace Roof/Interior and Exterior Repairs - Armory**  
**North Riverside Armory - Cook County**

**CDB PROJECT MANAGER: Andrea Bauer**

**APPROPRIATED AMOUNT: \$720,000 (Federally Funded)**  
**ESTIMATED TOTAL PROJECT COST: \$720,000 (Federally Funded)**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000**

**PROJECT FEE CLASSIFICATION: Group N/A (Federal Fee Table)**

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The North Riverside Armory is an 88,000 square foot, two-story, block and brick building constructed in 1986.

The scope of work provides for replacing approximately 49,200 square feet of roofing system, including installing insulation, replacing flashings, metal edging, copings, and expansion joints. The work also provides for repainting interior walls.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 546-260-017**  
**Department of Military Affairs**  
**Replace Roof/Exterior and Interior Repairs - Readiness Center**  
**Peoria Armory - Peoria County**

**CDB PROJECT MANAGER: Bill Spainhour**

**APPROPRIATED AMOUNT: \$780,000 (Federally Funded)**  
**ESTIMATED TOTAL PROJECT COST: \$780,000 (Federally Funded)**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000**

**PROJECT FEE CLASSIFICATION: Group N/A (Federal Fee Table)**

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The Joint Armed Forces Reserve Center is an 85,000 square foot, two-story, steel frame and masonry building constructed in 1989.

The scope of work provides for replacing approximately 60,600 square feet of EPDM roofing system, including removing an abandoned roof top unit, ductwork, mechanical rails and curbs and installing access ladders and roof scuttles. The work also provides for replacing exterior doors, repairing lintels, tuckpointing, and painting the interior metal roof deck.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 546-280-011**  
**Department of Military Affairs**  
**Replace Roof/Interior and Exterior Repairs - Armory**  
**Quincy Armory - Adams County**

**CDB PROJECT MANAGER: Bill Spainhour**

**APPROPRIATED AMOUNT: \$480,000 (Federally Funded)**  
**ESTIMATED TOTAL PROJECT COST: \$480,000 (Federally Funded)**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group N/A (Federal Fee Table)**

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The Quincy Armory is a 20,745 square foot, one-story, brick building constructed in 1977.

The scope of work provides for replacing approximately 19,188 square feet of built-up roofing system, including replacing flashings and installing an exterior access ladder. The work also provides for selective tuckpointing and masonry repairs, replacing interior ceilings and repainting interior walls.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 546-305-014**  
**Department of Military Affairs**  
**Construct an Addition to the Readiness Center**  
**Rock Island Armory - Rock Island County**

**INTERVIEW LEVEL**

**CDB PROJECT MANAGER: Kevin Easton**

**APPROPRIATED AMOUNT: \$5,600,000 (Federally Funded)**  
**ESTIMATED TOTAL PROJECT COST: \$5,600,000 (Federally Funded)**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$1,250,000**

**PROJECT FEE CLASSIFICATION: Group N/A (Federal Fee Table)**

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The Milan Readiness Center is a 42,000 square foot, one-story, brick building constructed in 1995.

The scope of work provides for constructing an approximately 25,000 square foot addition which includes administrative work areas, supply and locker rooms, classrooms, toilets and showers. The work also provides for approximately 7,000 square yards of public and military vehicle parking.

This project will be designed to meet LEED silver.

This project must be designed and construction contracts awarded by September 30, 2010.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 546-325-064**  
**Department of Military Affairs**  
**Replace Roof/Exterior Repairs - Warehouse**  
**Camp Lincoln (Springfield) - Sangamon County**

**CDB PROJECT MANAGER: Gary Kitchen**

**APPROPRIATED AMOUNT: \$725,000 (Federally Funded)**  
**ESTIMATED TOTAL PROJECT COST: \$725,000 (Federally Funded)**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000**

**PROJECT FEE CLASSIFICATION: Group N/A (Federal Fee Table)**

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The Camp Lincoln Warehouse is a 7,381 square foot, one-story, block and brick building with a built-up roof constructed in 1950.

The scope of work provides for replacing the flat roof with a sloped roof, tuckpointing and selectively replacing exterior masonry walls, replacing windows, and insulating walls. The work also includes upgrading the mechanical and electrical systems in support of the general work.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 546-325-065**  
**Department of Military Affairs**  
**Replace Roof - Armory**  
**Camp Lincoln (Springfield) - Sangamon County**

**CDB PROJECT MANAGER: Gary Kitchen**

**APPROPRIATED AMOUNT: \$620,000 (Federally Funded)**  
**ESTIMATED TOTAL PROJECT COST: \$620,000 (Federally Funded)**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000**

**PROJECT FEE CLASSIFICATION: Group N/A (Federal Fee Table)**

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The Camp Lincoln Armory is a 62,750 square foot, one-story, block and brick building with a built up roof constructed in 1985.

The scope of work provides for replacing approximately 33,000 square feet of roofing system, including replacing edge metal, counter flashings, gutters and downspouts. The work also provides for tuckpointing approximately 200 square feet of brick and repairing interior plaster ceilings.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 546-345-011**  
**Department of Military Affairs**  
**Replace Roof/Exterior Repairs - Armory**  
**Sullivan Armory - Moultrie County**

**CDB PROJECT MANAGER: John Begue**

**APPROPRIATED AMOUNT: \$350,000 (Federally Funded)**  
**ESTIMATED TOTAL PROJECT COST: \$350,000 (Federally Funded)**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group N/A (Federal Fee Table)**

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The Sullivan Armory is a 31,374 square foot, two-story, brick building constructed in 1953.

The scope of work provides for replacing approximately 15,000 square feet of roofing system, including replacing flashings. The work also provides for replacing exterior doors and windows and tuckpointing.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 546-385-032**  
**Department of Military Affairs**  
**Replace Roof/Interior and Exterior Repairs - Vehicle Storage Shop**  
**Marseilles Armory (Training Area) - LaSalle County**

**CDB PROJECT MANAGER: Bill Mabie**

**APPROPRIATED AMOUNT: \$180,000 (Federally Funded)**  
**ESTIMATED TOTAL PROJECT COST: \$180,000 (Federally Funded)**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group N/A (Federal Fee Table)**

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The Marseilles Armory and Training Area Vehicle Maintenance Shop is an 8,710 square foot, one-story, brick building with a built-up roof constructed in 1987.

The scope of work provides for replacing approximately 8,700 square feet of roofing system, including installing insulation and replacing flashings, metal edging, copings, gutters and downspouts. The work also provides for tuckpointing and replacing exterior masonry sealant.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 546-385-033**  
**Department of Military Affairs**  
**Replace Roof/Interior and Exterior Repairs - Armory**  
**Marseilles Armory (Training Area) - LaSalle County**

**CDB PROJECT MANAGER: Bill Mabie**

**APPROPRIATED AMOUNT: \$410,000 (Federally Funded)**  
**ESTIMATED TOTAL PROJECT COST: \$410,000 (Federally Funded)**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group N/A (Federal Fee Table)**

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The Marseilles Armory is a 22,000 square foot, one-story, brick building with a built-up roof constructed in 1986.

The scope of work provides for replacing approximately 22,000 square feet of roofing system, including installing insulation and replacing flashings, metal edging, copings, gutters and downspouts. The work also provides for tuckpointing, replacing exterior sealants, and repainting interior walls.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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